



May 2007

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		1	2	3	4	5
6	7	8	9 ADOA Emp Recognition Day	10	11  Pay Day	12
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E-mail Blind Copy

Using the blind copy (BC:) on e-mail messages allows you to hide the recipients' names. Why would you want to use the BC:?

The main reason is for **privacy**. There may be instances when you want to send the same message to multiple recipients without letting each know who else is receiving the message. If you are sending e-mail on behalf of your business, it may be especially important to keep the list of clients or associates confidential. You may also want to avoid listing an internal e-mail address on a message sent to external recipients. A point to consider is BC: recipients do not receive reply responses.

Another reason is for **tracking**. There may be times when you want to archive the message in another e-mail account. Or, you may want to make a supervisor or team member aware of the message without involving them in the exchange.

In **respect** for your recipients, forwarded messages often contain long lists of addresses that were copied by previous senders. These addresses are vulnerable to spammers.



ADOA Information Security

AIS

Managing Our Information Safeguards

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